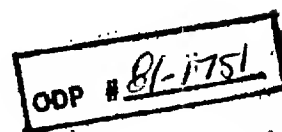
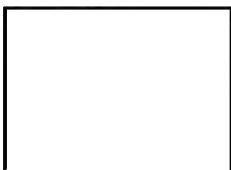


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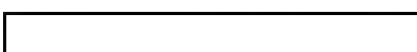
FYI
~~DDP~~
FD
GD

If we have a
file copy - destroy
GD

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education
MG Career Management Officer

25X1

FROM:



Career Management Officer, DDA

SUBJECT:

On-Duty Strength and Full-Time
Equivalency Employment Projections

REFERENCE:

Memo to DDA Office Directors from DDA,
dtd 8 December 1981; Subject: Position
Ceiling for FY 1982

1. As stated in paragraph 2 of Reference, our office has been tasked to monitor the Directorate's on-duty strength vis-a-vis position ceiling. In addition, we will be monitoring the Directorate's Full-Time Equivalency Employment (FTE). In order to monitor accurately on-duty strength and FTE, we need to have realistic monthly projections of gains and losses for your Office. A consolidated Directorate report will be given to you once a month at the DDA Staff Meeting for review and discussion.

2. Attached is a sample format for your Office's use in preparing a monthly projection of on-duty strength and FTE through 30 September 1982. [Redacted] will be in contact with your Personnel Office to discuss the procedures to be followed in completing the attached sample format. Your first report should be forwarded to this office no later than 11 January 1982. Subsequent reports will be due by the 10th of each month. If you have any questions, please contact [Redacted]

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Attachment:
As Stated

cc: Subgroup Personnel Offices

3 DEC 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Position Ceiling for FY 1982

1. As you are all aware, the Directorate of Administration has been under strength for a lengthy period of time. This posture has obviously had a debilitating effect on our overall ability to fulfill our mission and must be corrected as quickly as possible. At the same time, we must manage our personnel accessions within overall Directorate position ceiling authorizations. The following is guidance to be used in the management of your position ceiling during FY 1982:

A. Continue to recruit and enter on duty qualified personnel as quickly as possible. It is important, however, not to sacrifice quality for timeliness.

B. Keep the Office of Personnel advised of your recruitment requirements.

C. Unless approved by me, do not exceed the position ceiling authorized for your Subgroup. I will meet with each of you who currently have authorization to exceed position ceiling, and we will reconsider each on an individual basis.

D. Any potential loss of highly-qualified applicants due to ceiling limitations should be handled on a case-by-case basis through [redacted] of the DDA/Career Management Office.

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E. Since the Directorate is expected to keep within the end-of-year personnel position ceiling, it will not be possible to EOD applicants in FY 1982 against FY 1983 ceiling increases.

F. Part-time employee work hours are to be limited to the predetermined scheduled tour of duty.

2. I have tasked the DDA/Career Management Office to monitor closely our on-duty strength vis-a-vis position ceiling. A status report will be given to you once a month at the DDA Staff Meeting so that we can review and discuss the Directorate's overall personnel situation. I urge each of you to work closely with your Subgroup Personnel and Budget Officers as well as the DDA/Career Management Office in managing your personnel resources within the constraints of position ceiling during FY 1982.



Harry E. Fitzwater

cc: Subgroup Personnel and
B&F Offices

25X1

OFFICE _____

DATE _____

FTP PERSONNEL/FTE PROJECTIONS

	<u>GAINS</u>			<u>LOSSES</u>			
	<u>EOD'S</u>	<u>OTHER</u> <u>GAINS</u>	<u>TOTAL</u> <u>GAINS</u>	<u>RESIGNATIONS/</u> <u>RETIREMENTS</u>	<u>OTHER</u> <u>LOSSES</u>	<u>TOTAL</u> <u>LOSSES</u>	<u>NET</u> <u>CHANGE</u>
October 1981							
November 1981							
December 1981							
January 1982							
February 1982							
March 1982							
April 1982							
May 1982							
June 1982							
July 1982							
August 1982							
September 1982							
TOTALS							